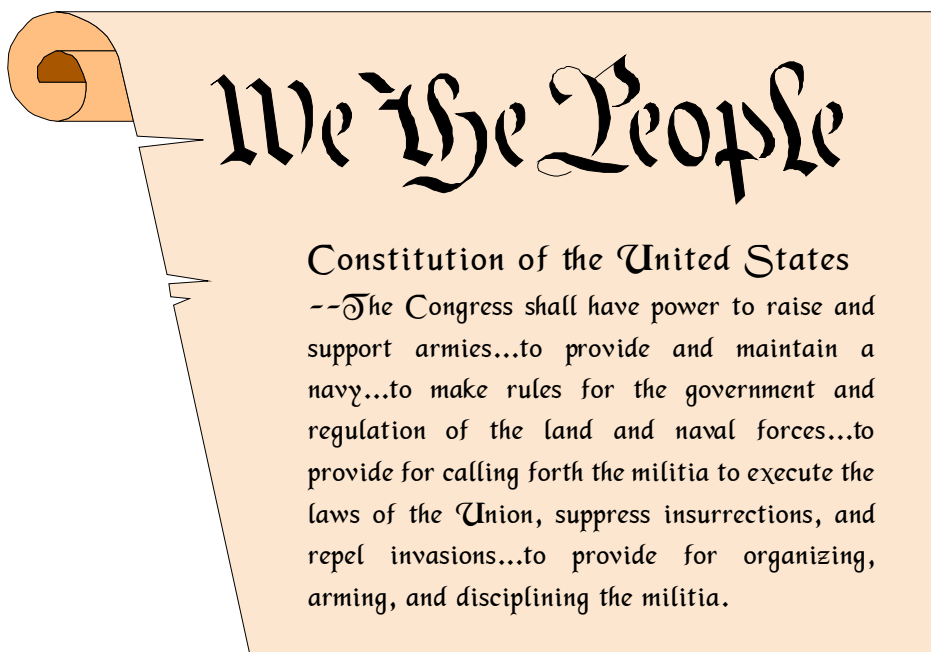


*So, you've*  
Got a  
Congressional  
Inquiry?





Department of the Army's policy is to make information promptly available to Members and Committees of Congress and their staffs. This policy is limited only by pertinent regulations and directives relating to security and protection of individual privacy and to official information that requires protection in the public interest (AR 1-20).



---

This handbook does not replace Army Regulation 1-20, "Legislative Liaison," or Department of the Army Standing Operating Procedures, "Congressional Actions Responsibilities." It is simply intended as a guide for Congressional Inquiries. The AR and SOP shall take precedence if information in this handbook conflicts with them.

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# Types of Congressional Inquiries and Investigations

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## Inquiries<sup>1</sup>

<b>Written</b>	Letter from Member of Congress or Committee Chair. <i>Respond within 5 working days after receipt.</i>
<b>Telephonic</b>	Phone call from OC LL or Member's office. <i>Respond within 2 working days.</i>
<b>Verbal</b>	Information usually requested during a meeting or visit. <i>Respond according to agreement made during visit or as soon as possible.</i>
<b>White Star</b>	Involves death, injury, sickness, or other grave circumstances relating to Service personnel or their family. <i>Respond to WHITE STAR cases using the most expeditious means available, working overtime and weekends when necessary.</i>
<b>Stovepipe</b>	Usually received informally from an action officer in another agency who needs TRADOC's input to answer an inquiry. <i>Respond according to instructions received with request. Don't forget to coordinate your response with Congressional Activities Directorate, ACSO PS.</i>

---


## Investigations<sup>2</sup>

<b>GAO</b>	The General Accounting Office (GAO) is the investigative arm of Congress. <i>All requests by GAO for visits, briefings, or interviews should be handled through and coordinated by TRADOC's Internal Review and Audit Compliance (IRAC) Office.</i>
<b>HAC S&amp;I</b>	House Appropriations Committee Survey and Investigations (HAC S&I) Teams work for the Chairman of the House Appropriations Committee. <i>These investigations are usually to determine how to spend or not to spend money. Congressional Activities Directorate, ACSOPS, coordinates these investigations for HQ TRADOC.</i>

<sup>1</sup> This SOP addresses only written and telephonic inquiries.

<sup>2</sup> Investigations are not mentioned elsewhere in this SOP but are briefly explained so that you know they exist and who handles them.

## Who's responsible for what?

Who				What
Action Office	SGS	ACS Ops	OCLL	
				
<i>I n q u i r i e s</i>				
●		●	●	prepare letter to acknowledge initial receipt of inquiry <sup>1</sup>
	●		●	task for action; assign and control suspense date
●				research and investigate all concerns and allegations
●				determine TRADOC (or Army) position for the response
●				prepare and coordinate response or interim reply
		● <sup>2</sup>		forward electronic responses to OCLL
			●	approve transfer of action to another comm and or agency
	●			approve transfer of action to another office within TRADOC
	●		●	determine who signs reply
●		● <sup>3</sup>		provide OCLL copy of draft input or final reply
●			●	finalize and mail reply to Member of Congress
<i>I n t e r i m    R e p l i e s</i>				
●			●	prepare, coordinate, and mail interim reply to Member of Congress when suspense date cannot be met
<i>C o n t a c t s - -</i>				
		●	●	with Members of Congress or their staff
		●		with OCLL

<sup>1</sup> OCLL prepares acknowledgments when the inquiry is addressed to a Secretary or Department of the Army Official. Congressional Activities Directorate prepares acknowledgments when the inquiry is addressed to TRADOC CG, DCC, or Chief of Staff. Action offices prepare, when addressed to office leaders.

<sup>2</sup> OCLL asks that we use e-mail as much as possible, especially for proposed draft responses. A draft response, however, requires the same level of coordination, as does a final response.

<sup>3</sup> Congressional Activities Directorate, ACSOPS, HQ TRADOC, will forward your electronic responses to OCLL.

---

## Why do we have Congressional Liaison Offices?

To help ensure that Members of Congress receive timely, factual, and consistent information on all matters from large, diverse organizations, like the Army.



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## Who is OCLL?

Office, Chief of Legislative Liaison (OCLL), sometimes referred to as the Secretary of the Army's Legislative Liaison (SALL).

The Chief of Legislative Liaison (CLL), a major general, is responsible for providing liaison between the Army and Congress. OC LL is located in the Pentagon (except as noted) and is organized as follows.

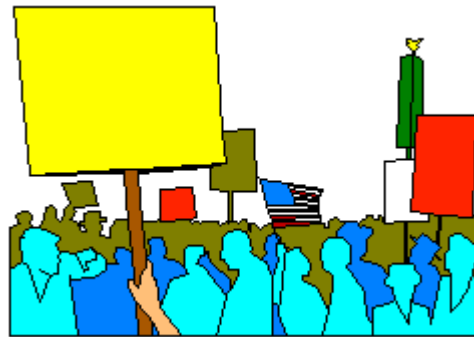
- Congressional Inquiries Division
- Investigations and Legislative Division
- Programs Division
- House Liaison Division (located on Capitol Hill, Rayburn Building)
- Senate Liaison Division (located on Capitol Hill, Russell Building)

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## Why Do We Get Inquiries from Congress?



**M**embers of Congress hold their office by the vote of their citizen-constituents. Public Law entitles constituents to correspond with their elected officials, who, in turn, will seek answers, information, and resolutions from government agencies.



Army soldiers, members of their families, civilian employees, or anyone else may ask their elected officials to help them with a matter involving them and/or the Department of the Army.

Members take very sincere and active interest in their constituents' problems and will insist each inquiry be given sympathetic consideration, equitable treatment, and timely response.



**T**he Army serves and requires the continued support of the American people. The American public has a right to know how we spend its tax dollars, and how we treat its sons and daughters.



## How Did It Get To TRADOC?

### Written Inquiry



From <sup>1</sup>	Addressed To	Routed To <sup>2</sup>	Tasked To <sup>3</sup>
Constituent(s) <i>(Individual or Organization)</i>	Member of Congress <i>(U.S. House of Representatives or U.S. Senate, sometimes both)</i>	Agency Head <i>(Secretary of Defense, then Secretary of Army's Chief of Legislative Liaison, CLL)</i>	Army staff, command, or agency <i>(HQ TRADOC)</i>
Member of Congress, Committee Chair, or staff member	Agency Head <i>(Secretary of Defense or Army)</i>	Office Chief of Legislative Liaison <i>(OCLL)</i>	Army staff, command, or agency <i>(HQ TRADOC)</i>
	HQ TRADOC <i>(command group, staff element, or individual)</i>	Secretary of General Staff <i>(ACSOPS sends acknowledgment if inquiry addressed to command group.)</i>	TRADOC staff office
Action officer at HQDA or a MACOM <i>(who's been tasked by OCLL to work the action)</i>	Office or individual within HQ TRADOC. <i>Usually received informally by fax or e-mail.</i>  NOTE: We refer to these as "stovepipe" inquiries.	<p>Not applicable</p> <p>IMPORTANT: Your response to a "stovepipe" inquiry could be used as a "TRADOC response" for the Secretary of the Defense or Secretary of the Army. Don't forget to coordinate your input with Congressional Activities Directorate, ACSOPS (ATCS-OC).</p>	

<sup>1</sup> All communications between a Member of Congress and the Army are close hold. Do not furnish Members of Congress copies of letters to another Member.

<sup>2</sup> Responsible for sending an immediate acknowledgment and/or an interim reply, if unable to answer within 5 days.

<sup>3</sup> See Figure 1, OCLL Tasking Sheet, on following page.





C\*O\*N\*G\*R\*E\*S\*S\*I\*O\*N\*A\*L  
CHIEF OF LEGISLATIVE LIAISON  
CONGRESSIONAL INQUIRY DIVISION  
ROOM 2C600  
1600 ARMY PENTAGON  
WASHINGTON, D.C. 20310-1600

September 10, 1996

COMMANDER, TRADOC  
ATTN: ATCS-X (SGS)  
FORT MONROE, VA 23651

Control ID: 60901678 Task Officer: MARK SCHOENROCK 703-697-8133

Tasked Agency: TRAD Action: Draft Reply

Suspense Date: 17-SEP-96

Constituent: John Smith

Subject: Contract Payment

Member of Congress: Congressman Nick Smith

Remarks: This is not the first inquiry on this. Previous case number was 60709089. Fort Knox worked the previous case.

Keyword: PAYMENT ISSUES

24-hour FAX Service  
(703) 697-0690/3847/6988\*

If there is a problem with this fax, please call (703) 697-8383

\*DSN: 614=224; 693=223; 695=225; 697=227

E-Mail Address:

REMINDER: Direct replies require a courtesy copy be provided to OCLL

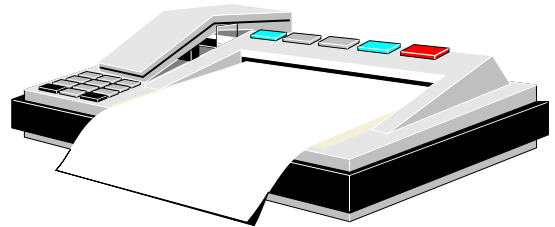
Figure 1 — OCLL Tasking Sheet

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## How did it get to me?

### OCLL —

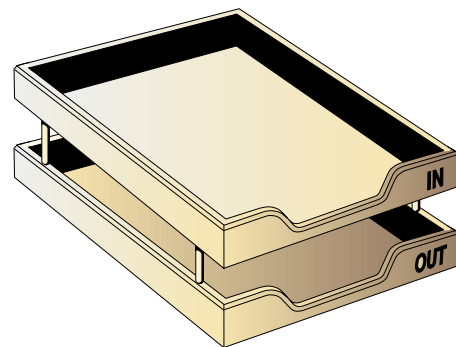
- Faxes written inquiries to TRADOC SGS.
- Telephones verbal inquiries directly to Congressional Activities Directorate, ACSOPS, who then relays tasking information to SGS.



*However, in some cases, you may receive a call directly from someone in Congressional Activities Directorate.*

### Secretary of the General (SGS) —

- Determines which office will lead the action on the inquiry.
- Enters into Command Actions Tracking System (CATS).
- Assigns suspense date, which is normally 5 working days after receipt by action agency, but 2 days or less for telephonic inquiries.
- Places in mail box located in the Command Group Administrative Center (CGAC).



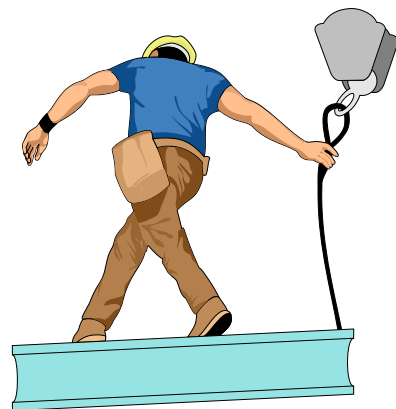
### Your office —

- Picks up inquiry from CGAC mail box.
- Assigns to action office (you).

---

## What steps do I take?

- ① Read the inquiry twice, first quickly, then slowly, as you highlight or make note of each allegation or concern.
- ② Investigate each area of concern (phone calls, background files).
- ③ Gather information, know the policies (Army regulations, law).<sup>1</sup>
- ④ Prepare your reply to the Member of Congress, responding to each concern. *Speak as if you were talking to him or her.*
- ⑤ Know who will be signing the response. Word the reply as if you were in that position of authority.
- ⑥ Coordinate your response with each office with any interest in the matter, including Congressional Activities Directorate, ACSOPS. *Don't forget specialty offices like SJA, PAO, EEO, CPO. Sometimes it's appropriate to coordinate with offices outside the headquarters.*
- ⑦
  - ◆ **For DRAFT replies to OCLL (e-mail preferred)—**
    - E-mail your coordinated response to Congressional Activities Directorate (see back cover for e-mail addresses).
    - Indicate with whom you coordinated your response: office, individual's name, phone number.
    - If Chief of Staff approval was required, once the approval is forwarded to you from SGS, you must either—
      - Fax the approved response to OCLL (and provide copy to ACSOPS), OR
      - Furnish approved e-mail version to someone in Congressional Activities Directorate, who will forward to OCLL.
  - ◆ **For DIRECT replies to Members--**
    - Mail letter to the Member and provide a copy to Congressional Activities Directorate and OCLL.
- ⑧ Clear suspense with SGS.



<sup>1</sup>

The TRADOC Technical Library can usually get you a copy of any regulation.

# How Do I Reply?

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## Written Inquiries

OCLL usually asks that we--

### 1. Provide a draft of an appropriate reply

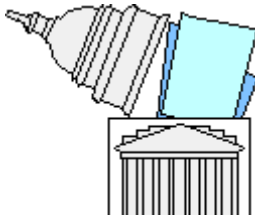
**draft**

All responses (draft or direct) are addressed to the Member of Congress. The Member of Congress could either send the constituent a letter restating your response or forward a copy of your letter to the constituent.

OCLL encourages maximum use of electronic mail, especially for draft replies. ACSOPS will forward your coordinated responses to OCLL when using electronic mail.

**or**

### 2. Send letter direct to member (direct reply)



Do not mention that an inquiry has been referred for direct reply from another office, command or agency; merely state, “This letter responds to your letter to the Commander, TRADOC, on behalf of [name of constituent]..., regarding [subject of inquiry].” .

Keep in mind that OCLL may task several commands or agencies to provide a draft response. In that instance, your response would address the areas of the inquiry relating specifically to TRADOC. OCLL would consolidate the responses into a final reply, which they would release.

In either case, coordinate your response with Congressional Activities Directorate, ACSOPS. Always provide OCLL a copy of replies sent directly to a Member of Congress.

## Telephonic Inquiry



From	Directed To	Tasked To	Answered By
OCLL	Congressional Actions Contact Officer on DA staff, or Army command or agency. <sup>1</sup>	Subject matter expert within the command or agency.	Phone call, e-mail, or fact sheet. <sup>2</sup>  NOTE: Congressional Activities Directorate will call OCCL when responding telephonically to an inquiry, unless stated otherwise.
Congress (Member or Staff) <sup>3</sup>	HQ TRADOC ( <i>command group, staff element, or individual</i> )	Subject matter expert within the command or agency.	Phone call, e-mail, or fact sheet through ACSOPS. <sup>4</sup>

<sup>1</sup> Chief of Congressional Activities Directorate, ACSOPS, serves as the Congressional Actions Contact Officer (CACO) for TRADOC.

<sup>2</sup> Depending on complexity of answer. E-mail is preferred for most answers.

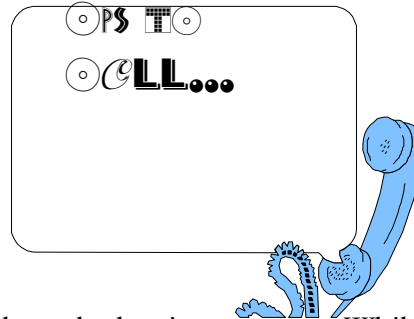
<sup>3</sup> Army Regulation 1-20 directs that contacts outside Chief of Legislative Liaison channels be kept to a minimum to provide Congress with a consistency of information. AR 1-20 also directs that we notify them of all contacts.

<sup>4</sup> Office, Chief of Legislative Liaison, should be provided copies of any information furnished.

## How Do I Reply? (Continued)

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### Telephonic Inquiries



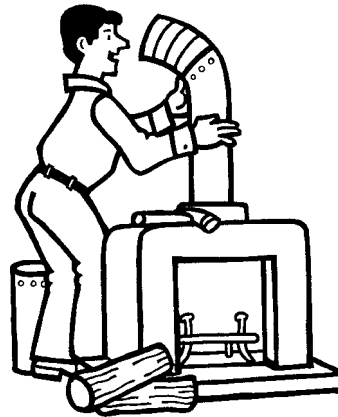
Normally we answer a telephonic inquiry with a telephonic response. While someone in Congressional Activities Directorate usually provides the information to OCLL or the Member's office, we might initiate a 3-way phone call so that you, the subject matter expert, can relay the information we've discussed.

Sometimes, detailed, written information is also needed and can usually be faxed or submitted by e-mail, once coordinated with appropriate staff offices and the ACSOPS.

---



### Stovepipe Inquiries

*Usually received informally from an action officer in another agency who needs TRADOC's input to answer an inquiry.*



You may respond informally (fax, e-mail, or telephonic). However, remember that your response could be used as the TRADOC and/or Army position for the Secretary of the Army's reply. Coordinate your response with Congressional Activities Directorate, ACSOPS, and any other appropriate offices.

## What are the Do's and Don'ts?

	<p>✓ Respond completely to each allegation...if unanswerable, so state... <i>Answer all the questions or give reason why you can't.</i></p>
	<p>✓ Be factual, forthright, and simple... <i>As if you were talking to your neighbor with no military experience.</i></p>
	<p>✓ When it applies, indicate how the individual has been helped... <i>Indicate any assistance given to an individual to remedy the problem.</i></p>
	<p>✓ Be helpful... <i>State how and where the individual can seek further assistance, if appropriate (EEO channels, Inspector General [IG], Uniformed Code of Military Justice [UCMJ] Board).</i></p>
	<p>✓ Be brief, clear, and courteous... <i>Short and friendly (1-2 pages max). Attach details as enclosures.</i></p>
	<p>✓ Admit mistakes and apologize, when appropriate. <i>How will the matter be resolved?</i></p>
	<p><b>Avoid</b></p> <ul style="list-style-type: none"> <li>✗ Acronyms and abbreviations</li> <li>✗ Army jargon</li> <li>✗ Opinions</li> <li>✗ Assumptions</li> </ul>
	<p><b>Don't</b></p> <ul style="list-style-type: none"> <li>✗ Commit yourself or the command to future follow-ups or updates about the inquiry, unless the Member of Congress specifically asked for future, final decisions.</li> <li>✗ Attribute information to leadership (such as SA, CSA, or CG) unless the statements have received their personal review and approval.</li> <li>✗ Cover up errors.</li> <li>✗ Cite names of other Members of Congress when responding to like inquiries.</li> <li>✗ Be technical or argumentative.</li> <li>✗ Cite a paragraph of an AR as the basis for an action. <i>Rather, paraphrase, enclose an extract copy, or explain the policy prescribed by the regulation.</i></li> </ul>

## What is a good reply?

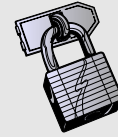


<i>Answers Mail</i>	✓	Responds to each question or concern mentioned in the Member's or constituent's letter.
<i>Easily understood</i>	✓	The Member of Congress and the constituent will be able to read the letter and easily understand it.
<i>Army Policy</i>	✓	Describes Army policy and why a request could or could not be granted according to Army regulations.
<i>Rationale</i>	✓	Explains why the Army established the policy.
<i>Case Facts</i>	✓	Tells who researched the case and what they found.
<i>Results or Impact</i>	✓	States what happened and what will happen next.
<i>Alternatives</i>	✓	States other courses of action or avenues of redress or appeal, if any.
<i>Coordination</i>	✓	All offices and agencies concerned have agreed to all information in the reply. <sup>1</sup>

<sup>1</sup> Coordinate all Congressional inquiries with Congressional Activities Directorate, ACSOPS, even if you receive it for comment from DA staff or other agencies ("stovepipe" route).



## How Much Information Can I Disclose?



Withholding  
Information <sup>1</sup>

From a Member of  
Congress

Requires express approval of the Secretary of  
the Army.

From a  
Congressional  
Committee (*usually  
requested by the  
Chairman*)

Requires the President personally invoke an  
“Executive Privilege.”

Under Privacy Act

Exceptions to Privacy Act apply when  
requested by--

- Congress as a whole.
- Congressional Committee or  
Subcommittee with jurisdiction of the  
matter.

*Otherwise, do not release information about an  
individual that may violate the Privacy Act.*

Classified

Every Member of Congress <sup>2</sup> by virtue of  
assuming office is automatically authorized  
access to *Top Secret* information when acting  
in official capacity.

Personnel Records

Individuals should be notified when their  
records are being furnished to Congress. <sup>3</sup>

Contract Awards

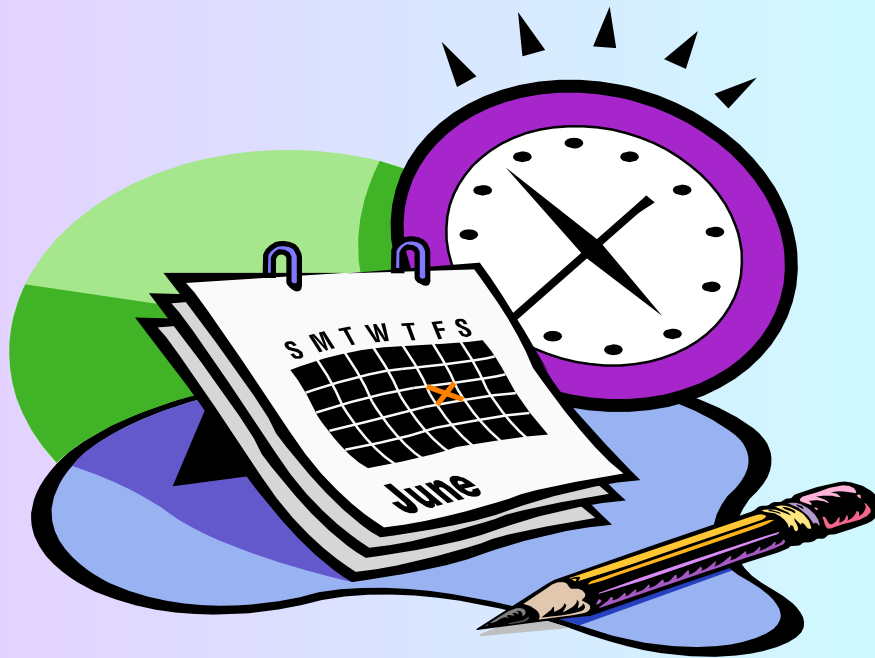
No one, including Members of Congress, can  
be told of who is to receive award of a  
contract, prior to public announcement.

<sup>1</sup> When ever possible, inquiring Members of Congress will be advised of the outcome of constituent matters before any other interested parties are informed, including the constituent. This restriction does not apply to constituents when the matter requires contact with them before a reply can be made. Army Regulation 1-20, “Legislative Liaison,” contains official Army policy.

<sup>2</sup> Does not apply to personal or committee staff members. However, many staff members, especially committee staff, do possess security clearances, but you should verify.

<sup>3</sup> Secretary of the Army’s Office provides personnel records to Senate for confirmation of Presidential nominees.

## What's the suspense date? <sup>1</sup>



### Written Inquiry

### Telephonic Inquiry

Normally	5 working days <sup>2</sup> after receipt  — OR —	2 working days
However	4 working days, if it requires signature by the Secretary or Deputy Secretary of Defense.	Overseas agencies have 5 working days.

*NOTE: Shorter suspense dates may be imposed on certain actions.*

<sup>1</sup> Commanders of MACOMs are responsible for providing timely, consistent, factual, and fully-coordinated information in response to requests received from Chief of Legislative Liaison (AR 1-20).

<sup>2</sup> Excludes time for mailing and handling.

---

## Can it be extended?



If meeting the suspense is clearly impossible,<sup>1</sup> you can gain more time by providing an interim reply that—

- States reason for delay.
- Provides all information currently available.
- States when you expect to have complete information.

In certain instances, OCLL will grant an extension without an interim reply. Congressional Activities Directorate will seek an extension if you're so close to having a complete answer that an interim reply may not be warranted.

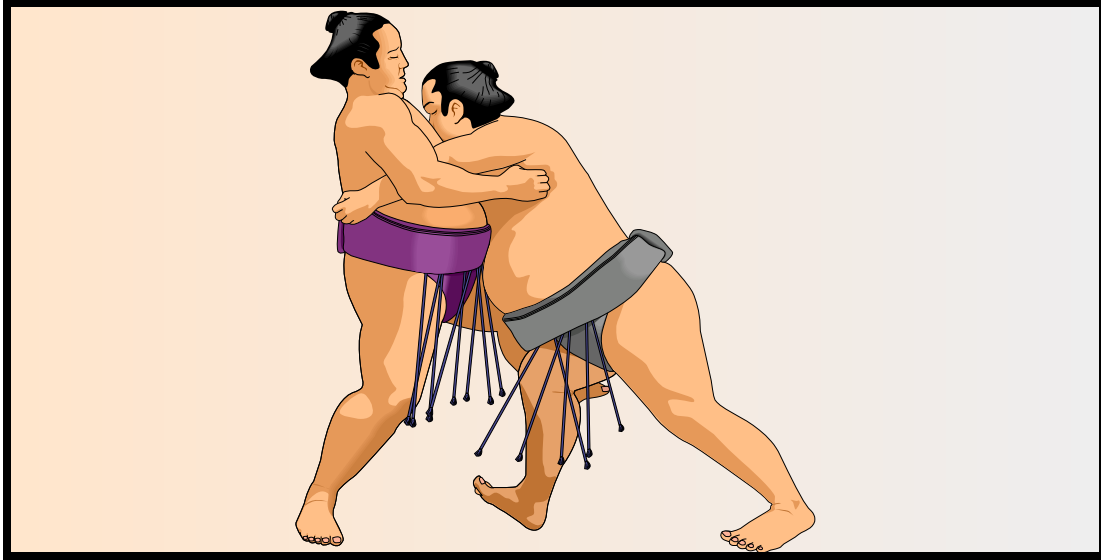
<sup>1</sup>

Normally we should not provide information from incomplete investigations, boards, or studies.

How can I transfer the action--

---

To another office within the headquarters?



- ✓ Get someone within the other organization to accept the action.
- ✓ Inform SGS of the organization, name, and phone number of individual accepting action.

## How can I transfer the action--

### To another command or agency?



- ✓ Get someone within the other command or agency to accept the action.
- ✓ Inform Asst CofS for Operations, Congressional Activities Directorate, of the agency, name, and phone number of individual accepting the action.
- ✓ ACSOPS will get approval from OCLL.<sup>1</sup>
- ✓ Once OCLL approves transfer, further action depends on type of reply initially requested by OCLL:



#### DRAFT REPLY

No further action required, except to clear the suspense with SGS.



#### DIRECT REPLY TO MEMBER<sup>2</sup>




- Prepare a memo forwarding the action (with original correspondence) to gaining activity.
- Furnish SGS a copy of memo to officially clear the suspense date.
- Prepare a letter to the Member of Congress and furnish a copy to OCLL, so Member's office will know the action has been transferred and, therefore, they may anticipate a slight delay in receiving final reply.<sup>3</sup>

<sup>1</sup> No command or DA agency will transfer any congressional inquiry that has been referred by the Chief of Legislative Liaison (CLL) to any other DA agency or command without the express consent of OCLL (AR 1-20).

<sup>2</sup> The proposed reply (together with the basic communication, enclosures, and all additional information) will be forwarded to the CLL or the appropriate Army agency for coordination and final reply to the Member concerned when the answer to a direct reply: (1) requires approval by DA (2) relates to proposed or pending legislation or congressional investigation (3) requires an explanation of the Army's policy beyond the capability of the addressee.

<sup>3</sup> When OCLL initially receives inquiries, they immediately acknowledge receipt and state which agency is working the action.

## What's the address? <sup>1</sup>

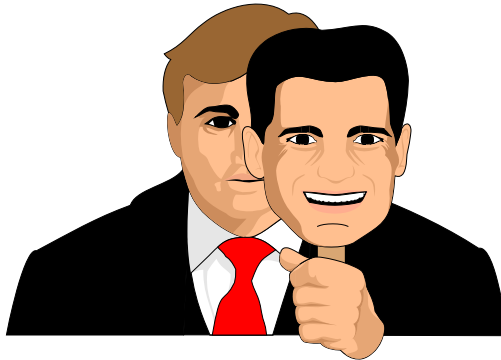
<p>Member of Senate</p> 	Washington Office	Honorable David R. Jones United States Senate Washington, DC 20510 (1 space) Dear Senator Jones:
	District Office	Honorable David R. Jones United States Senator # and street name City, State Zip (1 space) Dear Senator Jones:
<p>Member of the House of Representatives</p> 	Washington Office	Honorable Wayne L. Smith House of Representatives Washington, DC 20515 (1 space) Dear Mr. Smith:
	District Office	Honorable Wayne L. Smith Representative in Congress # and street name City, State Zip (1 space) Dear Mr. Smith:
<p>Member of Congress writing as Chairman of a Congressional Committee <sup>2</sup></p> 	House	Honorable John T. Doe Chairman Armed Services Committee United States Senate Washington, DC 20510 (1 space) Dear Mr. Chairman:
	Senate	Honorable Martin T. Smith Chairman National Security Committee House of Representatives Washington, DC 20515 (1 space) Dear Mr. Chairman:

<sup>1</sup> When addressing women Members of Congress, ask the Congressional Activities Directorate for preferred salutation. NOTE: At least one woman committee chair prefers to be addressed as Chairman.

<sup>2</sup> Address a Member of Congress in the capacity he or she signed the communication.

---

## What if we get several inquiries on the same subject?



### Speak with one voice

When we receive similar or identical inquiries from several Members of Congress, the responses to each identical allegation will be the same. However–

- Each letter must be an original copy.
- Each inquiry must be answered fully and factually.
- Do not use form letters.
- Make sure you answer all concerns from all letters.

*Do not fail to answer a concern or allegation that's mentioned in one letter and not another.*

# *Appendix A*

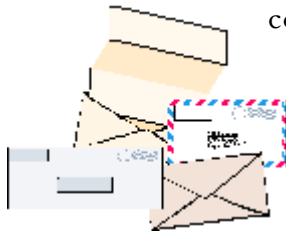
## Some Samples





# Opening and Closing Paragraphs

Type of Reply	Opening	Closing	
Interim	This is an interim response to your inquiry on behalf of <i>[full name and rank or company]</i> concerning <i>[subject]</i> .	We have asked Fort Jackson to provide detailed information that will help us respond to your inquiry. You will receive our response as soon as we gather that information.	It has taken longer than we expected to get the information needed to respond to your inquiry. We anticipate providing you a complete response by <i>[date]</i> .
Draft or Final	This responds to your inquiry <sup>1</sup> on behalf of <i>[full name and rank or company]</i> concerning <i>[subject]</i> .	Thank you for your interest in this matter.	I hope this information will be helpful. *



- \* Try to close out the action. Do not commit yourself or the Command to future follow up. However, when a situation changes after a Member of Congress has been given a final reply, we should voluntarily follow up with the new information.

## Sample Opening and Closing Paragraphs

<sup>1</sup> If inquiry was addressed to someone other than who is answering it, use the following: "This responds to your inquiry to [title of addressee, for example, Secretary of the Army] on behalf of..."



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY AND DOCTRINE COMMAND  
FORT MONROE, VIRGINIA 23651-5000

July 1, 1995

Use civilian date format

Civilian Personnel Directorate

Honorable Bernard B. Nice  
United States Senate  
Washington, DC 20510

Dear Senator Nice:

Thank you for your letter of June 27, 1995, pertaining to reductions-in-force at Fort Name-it, Virginia.

We have initiated an inquiry and will respond to your concerns as soon as information becomes available. If you have any questions about this inquiry, please (call? Refer to ##?).

Sincerely,

Bentley O. Shape  
Director, Civilian Personnel

Copies Furnished:

Office of the Secretary of the  
Army, Chief of Legislative  
Liaison

- Prepared by TRADOC only when addressed directly to TRADOC official.

**S a m p l e   A c k n o w l e d g m e n t**



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY AND DOCTRINE COMMAND  
FORT MONROE, VIRGINIA 23651-5000

July 1, 1995

Base Operations Support

Use civilian date format

Honorable Herbert H. Bateman  
House of Representatives  
Washington, DC 20515

Dear Mr. Bateman:

This is an interim reply to your letter of June 23, 1995, on behalf of Mr. John Boatman, pertaining to eligibility for renting boat slips at the Fort Monroe Marina.

We are currently gathering information to respond to your letter; however, it is taking more time than originally expected. Information available so far indicates....

We will provide you with more information as it becomes available. Meanwhile, if you have any questions, please (call? Refer to ##?).

Sincerely,

Sara B. Longley  
Director of Community and  
Family Activities

Copies Furnished:

Office of the Secretary of the  
Army, Chief of Legislative Liaison

- Provide substantive interim information when you cannot provide a final reply by suspense date.
- Explains reason for delay.

**S a m p l e   I n t e r i m   R e p l y**



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY AND DOCTRINE COMMAND  
FORT MONROE, VIRGINIA 23651-5000

July 1, 1995

Base Operations Support

Use civilian date format

Honorable Herbert H. Bateman  
House of Representatives  
Washington, DC 20515

Dear Mr. Bateman:

This responds to your letter of June 23, 1995, on behalf of Mr. John Boatman, pertaining to eligibility for renting boat slips at the Fort Monroe Marina.

Eligibility .....

Thank you for your interest, and I hope this information is useful.

Sincerely,

Wilson W. Woodrow  
Major General, U.S. Army  
Deputy Chief of Staff for  
Base Operations

Copies Furnished:

Office of the Secretary of the  
Army, Chief of Legislative Liaison

- Try to close out the action. Do not commit yourself or the command to future follow up.
- Don't be shy about coordination... more is better.

**S a m p l e   F i n a l   R e p l y**



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY AND DOCTRINE COMMAND  
FORT MONROE, VIRGINIA 23651-5000

July 1, 1995

Base Operations Support

1 July 1995

MEMORANDUM FOR HQDA, ATTN: SALL-CID (name of DA action officer), 1600 Army Pentagon, WASH DC 20310-1600

SUBJECT: Congressional Inquiry, Senator Robb, OCLL # \_\_\_\_\_

1. Enclosed is a proposed [interim or draft] reply on behalf of (constituent or company) concerning [subject].

2. TRADOC--Where Tomorrow's Victories Begin!

FOR THE COMMANDER:

Encl

WILSON W. WOODROW  
Major General, U.S. Army  
Deputy Chief of Staff for  
Base Operations Support

CF (w/encl):  
DCST

This transmittal is not required for draft responses sent electronically. Once the draft is approved, forward it electronically to Congressional Activities Directorate, ACSOPS, stating who approved the draft within your organization and names of others who concurred with the response. ACSOPS will then forward it electronically to OCLL.

**S a m p l e   T r a n s m i t t a l   M e m o   f o r   D r a f t**  
**R e p l y**

Honorable Ike Skelton  
House of Representatives  
Washington, DC 20515

Dear Mr. Skelton:

This replies to your inquiry on behalf of Friends at Fort Leonard Wood concerning the establishment of a military-style boot camp for juvenile offenders.

The Clinton Administration Plan offers a number of initiatives to prevent crime--one being boot camps. These boot camps provide an alternative for youth serving time in facilities. Boot camps provide young people training, discipline, and a better chance to avoid a life of crime. Boot camps also provide criminal addicts with drug treatment.

On February 22, 1995, the Army approved establishing the first boot camp for juvenile delinquents on an Army installation. However, the Army will not operate the boot camp. The local Youth Services, a State entity, will operate the camp and will reimburse the Army 100 percent for all costs incurred to support their operations.

The Secretary of Defense recommended closure of Fort McClellan, Alabama, in the Defense Base Closure and Realignment Commission, which means some missions may move to Fort Leonard Wood. Based on the pending Base Realignment and Closure Report, to close Fort McClellan, Fort Leonard Wood must plan for additional missions to include use of existing facilities. We support making facilities available for youth services training when these facilities are not otherwise being utilized. The Stewart B. McKinney Homeless Assistance Act requires the Secretary of Housing and Urban Development to

**Sample Draft Reply**

collect information about Federal facilities and determine which of these facilities are suitable for homeless assistance.

Executive Order 12682, Commission on Alternative Utilization of Military Facilities, directs the Secretary of Defense to report to the transmission excess and underutilized facilities on military installations for potential renovation or utilization as minimum security facilities.

Fort Leonard Wood has been asked to view the possibility of establishing a boot camp and will work with local authorities, as appropriate.

Thank you for your interest in this matter.

Sincerely,

- Sometimes OC LL asks for a draft response, rather than a direct response to Member of Congress.
- OC LL may task several commands or agencies to provide a draft response. Your response would address the areas of the inquiry relating specifically to TRADOC.
- OC LL would consolidate the responses into a final reply, which they would release.

**Prepared by: Congressional Activities Directorate  
Office, Assistant Chief of Staff for Operations**

*We welcome constructive comments or suggestions. Please forward to--*

*Commander, TRADOC  
ATTN: ATCS-OC  
Fort Monroe, VA 23651-5000*

*E-mail: Joel.Hedenst@monroe.army.mil  
Georgene.Huggett@monroe.army.mil  
Donna.Cockrum@monroe.army.mil*

*DSN: 680-3682 or 3470  
Commercial: 757-727-3470  
FAX: 4267*

